

Illinois Biodiversity

FIELD TRIP GRANT

This is an
informational page.
DO NOT MAIL
this page with your
application.

Teachers of grades prekindergarten through 12 in Illinois, including home-schooling teachers, may apply to the Illinois Department of Natural Resources (IDNR) through the ENTICE (Environment and Nature Training Institute for Conservation Education) program to receive funding for natural resources-related field trips. Funding priority is given to single-day, outdoor field trips.

INSTRUCTIONS: 2023 Application Requirements and Information


- Grants are only available to teachers of grades prekindergarten through 12 in Illinois schools and home-schooling teachers in Illinois and are awarded for the purpose of studying some aspect of Illinois' biodiversity. "Biodiversity" refers to the variety of life in an area. The field trip should support Illinois natural resources topics currently being taught in the applicant's curriculum. The field trip site must be in Illinois. Field trips for agricultural and historical topics will not be funded. If you are unsure that your field trip topic qualifies for a grant, please contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.
- Items eligible for funding include transportation and compensation for substitute teachers for those teachers who are participating in the field trip. Admission fees and program fees directly related to the field trip will be considered only if ample funds are available. Judges have the right to partially fund requests.
- There is a \$500 limit per teacher. Multiple teachers within the same school can collaborate on a field trip. The collaborating teachers must attend the same field trip on the same day. If you have questions about eligibility, please contact the IDNR Division of Education (see contact information in the first dot point) before submitting your application. NOTE: In order to qualify for the \$500 maximum per teacher in a collaborative field trip, each teacher must be accompanying their own students. **Bus transportation costs for collaborative field trips may not exceed \$1,000.00 regardless of the number of participating teachers.**
- Priority is given to single-day, outdoor field trips. Unless there is an overnight component, each field trip date must be represented by its own application. The number of grants awarded is based on available funding. **ALL FIELD TRIPS MUST INCLUDE AN OUTDOOR COMPONENT.**
- One grant distribution period is held per year. **APPLICATIONS MUST BE POSTMARKED BY JANUARY 31, 2023.** Applications are reviewed by a committee and notification will be made no sooner than four weeks after the application deadline. No reimbursement will be made for field trips occurring prior to grant award notification. Funds must be applied to a field trip before December 31, 2023.
- You must submit the original and THREE copies, each collated and stapled, of the entire application, including attachments. **DO NOT USE AN OUTDATED APPLICATION FORM.**
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**

(Instructions continued on next page.)

This is an informational page. **DO NOT MAIL THIS PAGE WITH YOUR APPLICATION.**



Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; 217/785-0067; TTY 217/782-9175.

Printed by the Authority of the State of Illinois • 3/22 • DNR-ED-220140 

Illinois Biodiversity

FIELD TRIP GRANT

This is an
informational page.
DO NOT MAIL
this page with your
application.

- Omitting ANY required information will result in disqualification. If your application is received by the optional preliminary application deadline of January 15, 2023, it will be reviewed for the following common errors that cause disqualification. You will be notified by email of any of these errors and given until January 31, 2023, to submit the missing/incorrect information. The review will not include reading the narrative and will not be reflected in the judging process. These items frequently cause disqualification and will be reviewed in the preliminary application period: blanks not completed; narrative incomplete or absent; missing pages; budget incomplete or absent; signature(s) missing; incorrect number of copies; no W-9 form; W-9 form not completed/signed/dated; not typing the questions for the narrative section; using an outdated application form. If the applicant does not submit the missing information by January 31, 2023, the application will be disqualified. Any applicant who submits an application package that is received after January 15, 2023, will not have the opportunity to correct errors and will be disqualified for submitting an incomplete application.
- No faxed, emailed or personally delivered applications will be accepted.
- **DO NOT INCLUDE:** cover letter; copies of activities; binders or plastic covers; or any other items not requested in the grant application.
- **All applications must include a completed (includes signature and date as well as the other information) W-9 form for the school. If you need assistance with the W-9 form, talk to the business/financial staff members at your school. Do not use the tax exemption number for your school.** Home-schooling applicants must use their cooperative organization's FEIN number or a personal Social Security number on the W-9 form, if there is no cooperative organization. Home-schooling educators are the only applicants allowed to use a personal Social Security number. You can access a blank W-9 form at <http://www.irs.gov/>.
- Funds are awarded on a reimbursement basis to the school. Reimbursement will only occur for budget items approved by the judging committee. With the exception of home-schooling teachers who do not have a cooperative organization FEIN, no reimbursement is made to individuals.
- See the "Frequently Asked Questions" section and video podcasts at <https://www2.illinois.gov/dnr/education/Pages/GrantsIBFTG.aspx> for more information.

■ Time Line

The field trip must occur before December 31, 2023. More information will be provided to grant award winners.

January 15, 2023 – Preliminary application packet (optional) must be received by the Illinois Department of Natural Resources' Division of Education by January 15, 2023, for review.

January 31, 2023 – Application package must be postmarked no later than this date.

March 15, 2023 – Notification to all applicants will be made no later than this date. Do not plan a field trip prior to this date.

Final Report – The Final Report is due no later than one month after the date of the field trip.

- Grants are not transferable. They may not be transferred to another person, school or grade level.

Funding is administered by the Illinois Conservation Foundation. For additional information regarding the grant, contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.

This is an informational page. **DO NOT MAIL THIS PAGE WITH YOUR APPLICATION.**



Project ID # _____ IBFTG 2023

APPLICATION FORM - Data

Illinois Biodiversity Field Trip Grant funds are administered by the Illinois Conservation Foundation.

You must submit the ORIGINAL AND THREE COPIES, EACH COLLATED AND STAPLED, OF THE ENTIRE APPLICATION AND ALL ATTACHMENTS. Applications must be postmarked by January 31, 2023. Please be sure that you complete and submit the W-9 form for the school as well. Applications submitted for review in the optional preliminary application period must arrive at the Illinois Department of Natural Resources' Division of Education office by January 15, 2023.

No reimbursement will be made for field trips occurring prior to grant award notification.

*Applicant Name (must currently be employed as a teacher at the school): List one person only.

School Name: _____

School Address: _____

City: _____ State: IL Zip Code: _____ County: _____

Phone: _____ Email: _____

*School Official: _____ Email: _____

***NOTE:** The School Official's name for this blank should be the same as that of the person signing in the "Official Approval" blank on the next page. For public and private schools, the Superintendent's or Principal's name should be provided. For home schools, the cooperative organization's leader or another official should be named. The School Official cannot also be an applicant or participating teacher.

Submit to: **Illinois Department of Natural Resources, Division of Education**
One Natural Resources Way, Springfield, IL 62702-1271

Please complete this page and submit it with your application and all copies.

APPLICATION FORM – Signature Page

Execution of this application by the IDNR constitutes a grant agreement and creates specific obligations on the part of the grantee, including but not limited to, an understanding that: the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the Illinois Biodiversity Field Trip Grant Review Committee (Committee); that project descriptions become the property of the Committee and if I am awarded a grant the Committee shall have the right to supply others with a description of the project and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to submit a final report and original receipts for expenses, when the project is completed. The Committee and sponsors and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by the IDNR which are incorporated as part of this agreement.

■ Applicant Approval

Printed/Typed Name of Applicant (must currently be employed as a teacher at the school):

Applicant Signature: _____ Date: _____

■ Official Approval

I have reviewed the completed application and support this project to conduct an *Illinois Biodiversity Field Trip*.

Official Approval: _____
(Signature of Superintendent, Principal or Organization Official — **The Official signing in this blank cannot be the same person as the Applicant named above.**)

Printed/Typed Name of Official: _____ Title: _____

■ Main Program Sponsors

Daniel F. and Ada L. Rice Foundation, Skokie
D. F. and M. T. Grohne Family Foundation, Wilmington

■ Application Check List

- ☐ original application + three copies of original application and all attachments, collated and stapled = 4 total applications included.
- ☐ one W-9 form (completed, signed, dated).
- ☐ All information is complete.
- ☐ The application represents a single field trip. (Unless there is an overnight component, each field trip date must be represented by its own application. Only field trips with an overnight component are considered as multiple-day field trips and are covered by one application.)

Submit to: Illinois Department of Natural Resources, Division of Education
One Natural Resources Way, Springfield, IL 62702-1271

Please complete this page and submit it with your application and all copies.

APPLICATION FORM – Narrative Questions

Narrative Question Instructions.

- Type and print a copy of the narrative questions and your associated responses. Attach this text to the rest of the application form. **YOU MUST INCLUDE THE ENTIRE QUESTION AND ITS ASSOCIATED NUMBER FROM THE APPLICATION FORM WITH EACH ANSWER.** Omitting the questions from your responses will cause your application to be disqualified even if you provided the answers. The narrative should be no more than three pages in length, single spaced, excluding the budget page and pages one and two of the application form. Use standard layout (12 point font and one-inch margins).
- You must submit the original and three copies of the application, collated and stapled, and all of the attachments. Also include one completed (including signature and date) W-9 form.
- Applications must be postmarked by January 31, 2023.
- For field trips involving collaborating teachers, please submit an application that covers the entire group.
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
- Do not submit answers to questions from an outdated application form. The application form changes annually.
- **DO NOT INCLUDE A COVER LETTER, COPIES OF ACTIVITIES OR ANY OTHER INFORMATION NOT REQUESTED IN THE APPLICATION FORM.**
- **DO NOT PLACE THE APPLICATION/COPIES IN A BINDER OR OTHER COVERING.**
- **DO NOT SUBMIT A SINGLE APPLICATION FOR MULTIPLE FIELD TRIPS. UNLESS THERE IS AN OVERNIGHT COMPONENT, EACH DATE FOR A FIELD TRIP MUST BE REPRESENTED BY ITS OWN APPLICATION.**

PLEASE NOTE: The following questions are criteria used in the judging of the application. Be brief yet complete with your responses.

Narrative Questions.

1. Where do you want to take the students on this field trip (destination and city)?
2. a. What is the proposed date of the field trip?
b. Is this field trip a single-day field trip, or does it have an overnight component?
c. Does this field trip consist of activities that are mainly performed outdoors, indoors or both places?
ALL FIELD TRIPS MUST INCLUDE AN OUTDOOR COMPONENT.
3. What grade level(s) do the students represent?
4. How many students will be participating in the field trip?
5. Name the teachers attending this field trip with their own students.
6. How much money are you requesting from the *Illinois Biodiversity Field Trip Grant* program? Provide the total from the "Grant Funds Requested" column on page six. The maximum grant award is \$500 per teacher who is accompanying their own students. The maximum funding allowable for bus transportation on collaborative field trips is \$1,000.00 no matter how many teachers are collaborating on the field trip.
7. In no more than two sentences, summarize what the students will be doing on this field trip.
8. How does this field trip support what you are teaching in the curriculum? Do not list learning standards.
9. What do you want the students to learn from this field trip?
10. How will you evaluate student learning from the field trip?
11. The field trip must relate directly to Illinois' natural resources. Explain how you are basing this field trip on one or more of these Illinois' natural resources categories. Be specific.
 - a. aquatics
 - b. geology
 - c. native wildlife and/or native plants
 - d. prairies
 - e. woodlands/forests
12. Discuss resources being used to support this field trip other than *Illinois Biodiversity Field Trip Grant* funds. Donations, volunteers and school resources are some examples of these other resources. Do not skip this question. If no other resources are being provided for the field trip, state that information in your response.
13. What else would you like for the judges to know about this field trip?
14. Budget: Complete the budget form on page six, print it and include it with the original and each of the required copies of the application form. Please type on the form. If you cannot type on the budget form, please update your version of Adobe Acrobat. Do not print the budget form and then write on it. Please obtain estimates from prospective vendors. Items eligible for funding are bus transportation and substitute teacher expenses for those teachers who participate in the field trip. Admission fees and other eligible expenditures related directly to the field trip will only be considered if ample funds are available. Judges have the right to partially fund applications. Food, lodging, donations, scholarships, Web development, supplies, books and equipment are some of the expenses that will not be funded. Bus transportation costs for collaborative field trips may not exceed \$1,000.00 regardless of the number of participating teachers.



APPLICATION FORM – Budget

Primary Expenses: Transportation and substitute teacher fees are the primary expenses eligible for funding. These expenses will be funded first on all winning applications. Substitute teacher fees are only reimbursed for teachers on the field trip who are accompanying their own students. Priority will be given to single-day, outdoor field trips. Bus transportation costs on collaborative field trips may not exceed \$1,000.00 regardless of the number of collaborating teachers.

Secondary Expenses: Admission fees and other fees directly related to the field trip will only be funded by the recommendation of the judges and if funds are available. FOOD, LODGING, DONATIONS, SUPPLIES, SCHOLARSHIPS, WEB DEVELOPMENT, BOOKS AND EQUIPMENT DO NOT QUALIFY FOR FUNDING.

Please watch the video podcasts at <https://www2.illinois.gov/dnr/education/Pages/GrantsIBFTG.aspx> for more information and assistance regarding the budget. If you have questions about completing the budget form, contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.

SAMPLE BUDGET (SUGGESTED EXAMPLES FOR REFERENCE ONLY!)

PRIMARY EXPENSES-PURPOSE	VENDOR/ITEM	GRANT FUNDS REQUESTED
Transportation	Traveling Bus Company	\$300.00
Number of Substitute Teachers = 1	Cost per Substitute Teacher = \$100.00	\$100.00
SECONDARY EXPENSES-PURPOSE	VENDOR/ITEM	GRANT FUNDS REQUESTED
Admission Fees	Cost per Student = \$5.00	\$100.00
TOTAL		\$500.00

YOUR BUDGET

PRIMARY EXPENSES-PURPOSE	VENDOR/ITEM	GRANT FUNDS REQUESTED
<i>Transportation</i>		
<i>Number of Substitute Teachers = _____</i>	<i>Cost per Substitute Teacher = _____</i>	
SECONDARY EXPENSES-PURPOSE	VENDOR/ITEM	GRANT FUNDS REQUESTED
<i>Admission Fees</i>	<i>Cost per Student = _____</i>	
<i>Other (List by Item)</i>		
TOTAL		

Please complete this page and submit it with your application and all copies.